



**ADMINISTRATIVE
ORDER**

Approved By:

No. 19

City Manager

Effective Date:

September 1, 2016

Subject: Recognition of Departing Employees

A. Purpose

The purpose of this administrative order is to recognize the service and contribution of departing employees to the organization.

B. Definition

"Departing Employee" is defined as a full-time employee who leaves employment with the City in Good Standing.

"Good Standing" requires that:

1. The Employee provided at least two weeks' notice in advance of separation, exclusive of vacation or other paid time off (unless the employee was unable to work for the two-week period prior to separation due to a serious medical condition as defined under the Family and Medical Leave Act);
2. The employee was not terminated by the City; and
3. The Employee did not resign to avoid termination proceedings.

The Human Resources Manager shall have the discretion to make the determination of "good standing" in all cases.

C. Tiers of Recognition

1. A Departing Employee with at least ten (10) years but less than twenty (20) years of full-time service to the City completed shall receive Departmental Recognition, as defined in Section D. Employees with nine (9) years or less of full-time service can be recognized per the Department's discretion.
2. A Departing Employee with at least twenty (20) years but less than thirty (30) years of full-time service to the City completed shall receive Departmental and Organizational Recognition, as defined in Section D.
3. A Departing Employee with at least thirty (30) years of full-time service to the City completed shall receive Departmental Recognition and Departmental and City Council Recognition, as defined in Section D.

D. Types of Recognition

1. Departmental Recognition

- a. If desired by the Departing employee, the department that employs the Departing Employee shall host a social reception recognizing his or her accomplishments.
 - i. At a minimum, the social reception shall consist of refreshments and a gift of a value that totals \$10 for each year of service. A gift certificate may be used in place of the gift.
 - ii. City funds may be used for the purchase of the gift and up to \$100 for reception expenses.
 - iii. The receptions of a respective department should be fair and equitable in terms of content, location, gifts, and refreshments.
 - iv. The reception shall be scheduled so that a representative of the City Manager's Office can be in attendance to present the departing employee with a crystal piece that includes the City seal and an engraved message.
- b. The Departing Employee may invite family members and friends to the social reception.
- c. An article that details the accomplishments of the employee shall be published in a subsequent edition of The Messenger (the City employee newsletter).
- d. The Departing Employee may opt out of the Departmental Recognition.

2. Organizational Recognition

- a. The department that employs the Departing Employee shall host a social reception recognizing his or her accomplishments and inviting all City employees to attend.
 - i. At a minimum, the social reception shall consist of refreshments of up to \$100.00 and a gift of a value that totals \$10 for each year of service. A gift certificate may be utilized as the gift.
 - ii. The reception shall be scheduled so that the City Manager or a Representative and the Director of the employee's department

can be in attendance.

- b. The Director of the department that employs the Departing Employee shall present the accomplishments of the Departing Employee to the assembled staff.
- c. The City Manager or Representative shall congratulate the Departing Employee and present him or her with a crystal piece that includes the City seal and an engraved message along with a \$100 gift card chosen by the employee to a Highland Park business.
- d. The Departing Employee may invite family members and friends to the organizational recognition event.
- e. An article that details the accomplishments of the employee shall be published in a subsequent edition of The Messenger (the City employee newsletter).
- f. The Departing Employee may opt out of the organizational recognition event.

3. City Council Recognition

- a. The City Council shall recognize the accomplishments of the Departing Employee during a City Council meeting.
 - i. The Mayor shall detail the accomplishments of the Departing Employee to the audience and present the Departing Employee with the recognition gift, as defined below.
 - 1. Departing Employees with at least thirty (30) years but less than forty (40) years of full-time service to the City shall receive a crystal piece that includes the City seal and an engraved message along with a \$200 gift card chosen by the employee to a Highland Park business.
 - 2. Departing Employees with at least forty (40) years of full-time service to the City shall receive a crystal piece that includes the City seal and an engraved message along with a \$300 gift card chosen by the employee to a Highland Park business.
 - ii. The Departing Employee will have the option of receiving a proclamation in their name.
 - iii. The Departing Employee may invite family members and

friends to City council recognition event.

- b. An article that details the accomplishments of the employee shall be published in a subsequent edition of The Messenger (the City employee newsletter).
- c. The Departing Employee may opt out of City Council recognition.

E. Responsibilities

- 1. The department of the Departing Employee shall be responsible for the following:
 - a. Hosting the social reception
 - b. Purchasing of gift or gift certificate
 - c. Producing a list of accomplishments by the Departing Employee
- 2. The City Manager's Office shall be responsible for the following:
 - a. Purchasing of the crystal piece and gift card
 - b. Arranging for City Council recognition
 - c. Producing The Messenger article